

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non-Remimeo

HCO POLICY LETTER OF 30 JANUARY 1966

Issue II

Exec Sec dats

MINIMUM PERSONNEL OF AN ORG
(Effective 1 June 1966)

The minimum number of persons necessary to form a Scientology organization is ten.

Any organization having less than ten persons is classed as a City Office or Forming Org.

CITY OFFICE

A City Office is organized to do PE's and select persons to upper orgs to do Co-audits and non-classed courses and incidental processing.

A City Office may not have Executive Secretaries. It can have an HCO Area Sec and an Org Sec and an org board such as fits its actual functions.

It cannot use the names "Academy of Scientology" or "Hubbard Guidance Centre".

It may not have an AdCouncil, but only an AdComm. It nevertheless must send in the full OIC cable to Saint Hill.

AN ORGANIZATION

A Scientology Organization has minimum personnel as follows:

- (1) HCO Exec Sec
- (2) Org Exec Sec
- (3) HCO Area Sec & LRH Communicator
- (4) Dissem Sec
- (5) Org Sec
- (6) Tech Sec
- (7) Qual Sec
- (8) Dist Sec
- (9) Receptionist
- (10) Cleaner or janitor

It must operate on the 1966 Org Board Pattern.

The Secretaries do all the work of their divisions and may also be pulled in under Tech and Qual to teach and process. The Exec Secs only may not be used in Tech and Qual Divisions.

All such appointments (except (9) and (10)) are "Acting" until the org has at least 30 staff members and then become permanent only by the authority of the Advisory Council NW.

Staff is appointed to the divisions as the org expands on a ratio of one admin to one technical personnel. In other words each time a staff member is added to Tech or Qual Divisions, one can be added to one of the remaining divisions.

The Executive Division is left unmanned except for the two Exec Secs until there are a total of forty on staff at which time an LRH Communicator Area is appointed who serves also as Deputy Div 7 Sec.

A Division 7 Sec is appointed when staff totals 100 and the Exec Div is added to the other admin divisions in the ratio.

Exec Sec Communicators are appointed when the staff totals 250.

A Scientology organization may have an "Academy of Scientology" and a "Hubbard Guidance Centre".

When the staff totals 100 and Saint Hill trained Internes are available and permanent staff has been power processed, the org may offer power processing to the public.

When the org numbers 250 staff members, it may offer a Solo Audit Course to the Public.

When the org numbers 500 staff members it may offer the Clearing Course to the Public.

If an org carefully follows promotion and form of the org as per the current org board, and if it only acts as per OIC statistics in appointments and Ethics matters, and if it very closely follows tech without variation, and if it does not generate numerous disagreements with tech or policy or the org pattern, it will surely grow.

LRH:ml:gmh
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